ACGS-1

User Guide for General Coding of Sociocultural Variables

Automated Coding

Canada

Automated Coding

User Guide

for General Coding

of Sociocultural Variables

(Tier 1 Level)

Prepared by: System Development Division

Table of Contents

Table of Contents – Concluded

I. Introduction

Who should read the User Guide?	The User Guide of the Automated Coding System is designed for general coders.
Organization of the User Guide	The User Guide is meant to be read sequentially. The most general information and basic steps are explained first and lead to more specific coding activities.

The User Guide covers the following topics:
- Looking at the screens
- Using the keyboard and each PF key
- Steps for Interactive Coding
- Steps for Quality Control Coding of System codes

Examples used	Examples illustrate the coding steps using responses for the Ethnic Origin variable, but the instructions to be followed apply to all variables. For these examples, both the codes and the coding results for a specific response are used for **illustration purposes only**. The codes provided in this guide may not be the most up-to-date and should NOT be used for processing the Ethnic Origin variable. During production, each response must be coded from the most recent list of codes to maintain an acceptable quality of coding.

The system displays one of two (2) screens to the coder. Examples follow of each.

Interactive Coding screen for Quality Control of system codes for an Ethnic Origin write-in response

```
            1996 CENSUS OF POPULATION / AUTOMATED CODING        02/09/96
   MINTER1           INTERACTIVE CODING - ETHNIC ORIGIN         10:16:42.1




                    Write-in to be coded                      Code


   ACADIAN                                                     _____




   ID: 36115113 010 0001 15

   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
           HELP                <<<<  >>>>                   REFER VALID COMIT QUIT
```

Interactive Coding screen for an Ethnic Origin write-in response

```
            1996 CENSUS OF POPULATION / AUTOMATED CODING        02/09/96
   MANUAL1           INTERACTIVE CODING - ETHNIC ORIGIN         10:16:42.1

   Write-in to be coded                                    Type   Code
   GEORGIAN                                                       _____

   Phrases returned by ACTR                                Codes   (S)elect
   GEORGIAN USSR                                           050      _
                                                                    _
                                                                    _
   ID: 31969699 069 0002 15
   ==============================================================================
   Data for same question from each household member           Persnr:  2
   Check-   :
       boxes:

   Write-ins: GEORGIAN USSR
              :
              :
              :

   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
           HELP   UP    DOWN   <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

What variable to code and what coding activity to perform?

A general coder (tier 1) **never** selects the coding activity or the variable to code. The system prompts the coder with write-in responses to be coded based on what he/she is authorized to do. A coder who is authorized to perform different coding activities on one or more variables must **observe at all times the header line** on the screen where the coding activity and variable assigned are identified.

For each write-in response to be coded, refer to the appropriate section of this manual.

⇒ Steps for Interactive Coding – page 35
⇒ Steps for Quality Control Coding of System Codes – page 49

Work available for a different variable or a different coding activity	When the last write-in response is resolved for a variable and coding activity, the system automatically presents the next write-in response to be coded for a different variable or coding activity which a coder is authorized to perform. The header line identifies the kind of work to do.
No work available	When the system has no work available for the variable(s) and coding activity(ies) which a coder is authorized to perform, a message is displayed. The coder must contact his/her supervisor immediately and exit the system.

<div align="center">W031 NO WORK AVAILABLE FOR TIER 1 CODER.</div>

II. Looking at the Screen

Locate items on an Interactive Coding screen (without data)

```
                 1996 CENSUS OF POPULATION / AUTOMATED CODING        DD/MM/YY
MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN             HH:MM:SS.S

 Write-in to be coded                                        Type __ __  Code ____

 Phrases returned by ACTR                                    Codes    (S)elect
 _____         __ _____  _ _
 _____         __ _____  _ _
 _____         __ _____  _ _

 ID: _____ __ _____ __
 ===============================================================================
 Data for same question from each household member          Persnr:  _____
 Check-   : _____ _____ _____ _____ _____ _____ _____
     boxes: _____ _____ _____ _____ _____ _____ _____

 Write-ins: _____  __
       :  _____
       :  _____
       :  _____

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
       HELP  UP   DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
 E000  xxxxxxxxxxxxxxxxx MESSAGE xxxxxxxxxxxxxxxxxxxx.
```

The coder must become familiar and locate the following items on the screen.

Headers	Header lines are displayed in the top center lines of each screen. The first line is a general header for the system; the second line identifies the coding activity and variable you are working with.
Program and map names	The program and map names are displayed in the top left corner of each screen. The first line is the program name; the second line is the map name.
	The program name is optional and will not be displayed on some screens.
Date and Time	The current date and time are displayed in the top right corner of each screen. The first line is the date and its format is DD/MM/YY. The second line is the time and its format is HH:MM:SS.S.

Write-in to be coded	The write-in response to be coded or referred to an expert coder.
List of phrases and codes returned by ACTR	A list of «possible» matching phrases and codes generated by ACTR in the context of the batch jobstream for the write-in to be coded.
	ACTR is generalized software developed by the General Systems section to perform "Automated Coding by Text Recognition" from a reference list of phrases and codes referred to as the ACTR database.
Type	If this field has a value of «M», it indicates that the write-in response to be coded was matched by ACTR to a phrase which has an «exclusion clause».
	An exclusion clause is a type of parse data which allows storage of many duplicate phrases with different codes on the ACTR database.
Code	Data entry field where a coder may type a code.
Select	Data entry field where a coder may select a code (by typing an «S»).
ID: PEDEA HHNUM PERSNR CELL	The identifier of the person being coded, which is currently displayed on the top half of the screen.
	PEDEA is the composite identifier for "Province, federal Electoral District, Enumeration Area." HHNUM is the identifier of a household. A collective household starts with 9. PERSNR is the number within the household of the person being coded. CELL is the identifier for a check-box or write-in response.
BOTTOM HALF of screen	Data for the same question from each household member are displayed, one at a time, on the bottom half of the screen.
	Upon entry to a screen, the same person is displayed on the top and bottom halves of the screen.
Persnr: PERSNR	The number within the household of the person currently displayed on the bottom half of the screen.

Check-boxes	When a question can be answered by marking one or more check-boxes on the census questionnaire, the abbreviations (up to seven characters) corresponding to each marked check-box are listed on the screen.
Write-ins	When a question can be answered by writing the response as one or more lines on the census questionnaire, the write-in responses are listed on the screen.
The control line	The control line is the line at the bottom on the screen where the active function keys are listed.
The message line	The message line is the line at the bottom of the screen where messages and other prompts are displayed. Messages instruct the coders as to what should be done. Follow these instructions carefully.

Each message is identified as follows, **xnnn,** where:

x   A letter to identify the message category.

nnn   A number from 001 to 999 assigned to each message.

Categories of messages	There are three categories of messages.

I   information: requires attention but no intervention

W   warning: requires attention and intervention

E   error: requires <u>immediate</u> attention and intervention

The coder must print the screen and notify his/her supervisor immediately when an error message (starting with an "E") occurs.

The coder could refer to the Messages Manual for more details about the cause, and the actions to be taken.

III. Using the Keyboard

You will be using the keyboard to enter a code or a command. The coder must be familiar with, and be able to locate, these keys on the keyboard.

TYPEWRITER KEYS

A   **Z**

The typewriter keys are the letter keys, number keys, punctuation keys and the space bar. You will use them to enter text and numbers as you do with a typewriter.

Space bar

The space bar enters a space on the screen and replaces the previous value.
Do not use the space bar to position the cursor on the screen.

Repetition of a key

Pressing a key enters a character once. After a brief pause, if you continue to hold down the key, the character repeats until you release the key.

NUMERIC KEYPAD

0   **9**

The numeric pad is a group of keys on the right side of the keyboard similar to a calculator keyboard. They are provided for convenience when you are entering numeric characters.

FUNCTION KEYPAD

F1   **F24**

or

PF1   **PF24**

Each function key is programmed to perform a specific function. Depending on the coding activity being performed, a function key is programmed to be either active or not active.

There are 2 rows of 12 function keys across the keyboard numbered from 1 to 24. The function keys numbered from 1 to 12 which are active are displayed on the Control line of the screen.

The function keys are the **most important keys** of the Automated Coding system. Each function key is fully documented later in this document. Online help is also available for all function keys.

On the screen, the function keys are referred as PF1 to PF24. On the keyboard, they could also be labelled F1 to F24. These labels are interchangeable.

EDITING KEYPAD

The editing keys are used to insert, replace or delete characters when the cursor is located on an input field.

Press   **â**

To INSERT a character in the middle of a field when the cursor is located on an input field. Pressing the Insert key also sets the keyboard for the Insert mode operation. The Reset key must be used to terminate an Insert mode operation.

Press	~~a~~	To DELETE a character in a field when the cursor is located on an input field.
Press	aaa	To ERASE all characters from the cursor location to the end of the field when the cursor is located on an input field.
Press	Clr	To CANCEL a function which requires confirmation. The key labelled Clr or Clear is used to cancel the execution of PF9 (Refer) or PF12 (Quit).
Press	Reset	To RESET the Insert mode operation and be able to typeover an input field; or to RESET a locked keyboard from a data-entry error.

A data-entry error is a condition which exists when a coder tries to enter data in a protected field. The system beeps, locks the keyboard and displays a "little man" in the bottom left corner of the screen.

CURSOR MOVEMENT KEYPAD

The cursor is a blinking block bar which marks where you can enter data. The cursor movement keys are used to move the cursor on the screen without affecting any of the information displayed.

Press	↵	The Return key moves the cursor to the next input field on the same screen, if any.
Press	→|	The Tab Forward key moves the cursor to the first character of the next input field. The cursor wraps around to the first input field when it reaches the last input field.
Press	Enter	The Enter key is used by the coders to log on to the Automated Coding system and to exit from a Help screen. *The Enter key is not an active key for the coding activities, and therefore must not be used while coding a write-in response.*
Press	←	The Backspace key moves the cursor left one position on the input field.
Press	|←	The Tab Back key moves the cursor to the first character of an input field, or to the preceding input field, if any.

Press   ↑

← ↓ →

The arrow keys move the cursor in the direction of the arrow. The cursor wraps around the screen when it hits the edge (left, right, top or bottom) of the screen.

PRINT SCREEN KEY

You may be requested to print a screen to refer a problem to your supervisor.

Press   Print

The Print key sends the information displayed on the screen to be printed on the printer linked to your display station.

IV. To Get On-line Help

Help screens are readily available to coders to get on-line assistance.

Press | PF1 | To display a Help menu which lists the topics for which information is available.

Enter a ?   Use the Tab Forward key or Tab Back key to position the cursor
for the topic of interest   beside the topic of interest; then, enter a ? and press Enter to obtain
the information.

Help Menu after PF1 is pressed during Interactive Coding

```
HMANUAL1        1996 CENSUS OF POPULATION / AUTOMATED CODING
                        INTERACTIVE CODING
                         ** HELP SCREEN **
                Information available on the following topics:

1.  Usage of input screen      _   | 3.  Questions and abbreviations
                                   |      Relationship to person 1
2.  PF-Key usage                   |      Languages                  _
 PF1   HELP   _   PF22  TRANSLA _   |      Place of birth             _
 PF2   UP     _                     |      Citizenship                _
 PF3   DOWN   _                     |      Ethnic Origin              _
 PF4   <<<<   _                     |      Population Group           _
 PF5   >>>>   _                     |      Mobility                   _
 PF6   MORE   _                     |      Education                  _
 PF7   +UP    _    For work unit    |      Indian Band/First Nation   _
 PF8   +DOWN  _     coding only     |      Industry/Occupation        _
 PF9   REFER  _   ----------------- +      Year of immigration        _
 PF10  VALID  _   PF13  PENDING _   |
 PF11  COMIT  _   PF24  SKIP    _   |
 PF12  QUIT   _                     |                (type ?  to select)

            **----------------+----------------------**
            *** PRESS ENTER TO RETURN TO INPUT SCREEN ***
            **----------------------------------------**
```

Three (3) examples of Help screens follow.

Help on PF key usage after ? is entered beside PF6

```
HPF6MOR1           1996 CENSUS OF POPULATION / AUTOMATED CODING
                          *** HELP SCREEN ***


  |                    |                    Key : PF6
  | OOO   OOOO  OO     |
  | O  O  O     O      |              Name : MORE
  | OOO   OOO   OOO    |
  | O     O     O  O   |      Description : display more data on a
  | O     O     OO     |                    supplementary screen
  |                    |
  ======================================================================


              Function : display more variables about the members of a
                         household on a supplementary screen.

   Instructions for use : press PF6 anywhere in input screen to display more
                         variables.


              **---------------------------------------------**
              *** PRESS ENTER TO RETURN TO MAIN HELP SCREEN ***
              **---------------------------------------------**
```

Help on a Question and its abbreviations after ? is entered beside Population Group

```
HPF6MOR1            1996 CENSUS OF POPULATION / AUTOMATED CODING
                            *** HELP SCREEN ***

                       Question and abbreviations

Question:         19. POPULATION GROUP
                  Is this person:

Explanation:      This  information  is  collected  to  support  programs  which
promote                equal opportunity for everyone to share in the
                  social, cultural and economic life of Canada.

Abbreviations:
LAT_AME:  Latin American                    WHITE:
JAPAN. :  Japanese                          CHINESE:
FILIP. :  Filipino                          KOREAN:
BLACK  :  (e.g. African, Haitian, Jamaican, Somali)
S ASIAN:  South Asian (e.g., East Indian, Pakistani, Punjabi, Sri Lankan)
SE ASIA:  South East Asian (e.g., Cambodian, Indonesian, Laotian, Vietnamese)
ARAB/WA:  Arab/West Asian (e.g., Armenian, Egyptian, Iranian, Lebanese,
Moroccan)
                  **---------------------------------------**
                  *** PRESS ENTER TO RETURN TO MAIN HELP SCREEN ***
                  **---------------------------------------**
```

Help on Interactive Coding after ? is entered beside Usage of input screen

```
|                1996 CENSUS OF POPULATION / AUTOMATED CODING        04/06/96
|MMANUAL1          INTERACTIVE CODING - ETHNIC ORIGIN                 12:00:00.0
|
| Write-in to be coded                                              Type  Code
| SRI LANCA
|                                                                          /I\
| Phrases returned by ACTR                               Codes (S)elect |
| SRI LANICA                                               127       _    |
| SRI LANKA TAMIL                                          443            |·
|                                                                  /I\    |
  BASIC STEPS FOR INTERACTIVE CODING:                              |      |
  ----- ----- --- ------ ------                                    |      |
   1. Select a code from list by typing S in the selection field -----|    |
      or Enter a numeric code -----------------------------------------------|
   2. Press PF10 to validate the code selected or entered.
   3. Repeat steps 1 and 2 until you are satisfied with the code.
   4. Press PF11 to commit the code.
                  On the bottom half of the screen, data is displayed for
                  the same question from each member of the household.
                  **---------------------------------------**
                  *** PRESS ENTER TO RETURN TO MAIN HELP SCREEN ***
                  **---------------------------------------**
```

V. To Display Members of the Household

Write-in and check-box responses for the same variable (question) could be displayed for each member of the household for some coding activities.

Press   PF2   to **GO UP** the list of members in a household to display information about the previous person on the bottom half of the screen.

Press   PF3   to **GO DOWN** the list of members in a household to display information about the next person on the bottom half of the screen.

When data are available for only one member of the household, data for the same person are displayed when PF2 or PF3 is pressed.

When data for the last member of the household are displayed on the screen and PF3 is pressed, the system wraps the household data screen around to display the data on the first member of the household.

When data on the first member of the household are displayed on the screen and PF2 is pressed, the system wraps the household data screen around to display the data on the last member of the household.

Interactive Coding screen after PF3 is pressed to display the data on the next member of the household

```
                        1996 CENSUS OF POPULATION / AUTOMATED CODING        03/09/96
      MMANUAL1                  INTERACTIVE CODING - ETHNIC ORIGIN           11:45:34.2

      Write-in to be coded                                         Type   Code
      GUIANA
                                                                   _____
      Phrases returned by ACTR                             Codes      (S)elect
      BRITISH GUIANA                                        193            _
      DUTCH GUIANA                                          220            _


      ID: 32019600 111 0001 15
      =====================================================================================
      Data for same question from each household member                 Persnr:      2
      Check-   :
         boxes:

      Write-ins: DUTCH GUIANA
               :
               :
               :


      Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
              HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

VI. To Scroll Response Fields

The information to be displayed for a field may, in some cases, exceed the size of the window for that field on the screen. Scrolling allows the response to be moved to the left or to the right across the window.

Press | PF4 | to **SCROLL TO THE LEFT** the fields on the screen which have a < or <> on the right side of each field.

Press | PF5 | to **SCROLL TO THE RIGHT** the fields on the screen which have a > or <> on the right side of each field.

Interactive Coding screen with response fields which require scrolling

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        01/09/96
    MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN            15:56:19.5

    Write-in to be coded                                          Type   Code
    ALL MY ANCESTORS ARE FROM DIFFERENT COUNTRIES ACROSS SOUTHERN E  >    ____

    Phrases returned by ACTR                                            Codes
    (S)elect
    SOUTHERN EUROPE                                               083
                                                                        _
    SOUTHERN RHODESIA                                             174
                                                                        _

    ID: 35011362 135 0004 15
    ======================================================================
    Data for same question from each household member            Persnr:    4
    Check-  :
       boxes:

    Write-ins: ALL MY ANCESTORS ARE FROM DIFFERENT COUNTRIES ACROSS SOUTHERN E  >
              :
              :
              :
    Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
    -       HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

Interactive Coding screen after PF5 is pressed to scroll the response fields to the right

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING          01/09/96
  MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN                 15:56:19.5

   Write-in to be coded                                          Type   Code
   UROPE                                                         <     _____

   Phrases returned by ACTR                                    Codes    (S)elect
   SOUTHERN EUROPE                                             083        _
   SOUTHERN RHODESIA                                           174        _


   ID: 35011362 135 0004 15
  ================================================================================
  Data for same question from each household member               Persnr:      4
  Check-    :
     boxes:

   Write-ins: UROPE                                                           <
            :
            :
            :


  Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
          HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

VII. To View Supplementary Screens

During Interactive Coding, a coder could view more screens of information about the person who requires coding.

When a coder performs Quality Control Coding of system codes, PF6 is not active because the coder is asked to simulate and evaluate the coding method of the system without bias from additional information about the respondent.

Press | PF6 | to display **MORE** variables about the person who requires coding on supplementary screens.

What is displayed?   The **Cultural screen** is displayed when PF6 is pressed during Interactive Coding for all variables except Mobility and Major Field of Study variables.

The **Major Field of Study screen** is displayed when PF6 is pressed during Interactive Coding for the Major Field of Study variable.

The **Mobility screen** is displayed when PF6 is pressed during Interactive Coding for the Mobility variables or when PF12 is pressed from the Cultural screen during Interactive Coding for Indian Band/First Nation or Language variables.

Each write-in response is displayed as it was captured from the census questionnaire.

Check-box entries are displayed in the sequence they are listed on the census questionnaire. Abbreviations (up to seven characters) are used to represent each check-box response. Use the on-line Help (PF1) or refer to page 53 for a list of abbreviations for check-box responses by question.

PF keys available on supplementary screens

The following PF keys are functional when a supplementary screen is displayed.

Press   PF1   to display a **HELP** menu which lists the topics for which information is available; one topic is the abbreviations used to display check-box responses.

Press   PF2   to **GO UP** the list of members in a household to display information about the previous person on the screen.

Press   PF3   to **GO DOWN** the list of members in a household to display information about the next person on the screen.

Press   PF4   to **SCROLL TO THE LEFT** the write-in fields which have a < or <> on the right side of each field.

Press   PF5   to **SCROLL TO THE RIGHT** the write-in fields which have a > or <> on the right side of each field.

Press   PF12   to **QUIT** the screen of supplementary information and proceed with the next step.

When the write-in response is an Indian Band/First Nation or a Language response, a second screen is displayed when **PF12** is pressed from the first screen of information. Press **PF12** again to return to the coding screen.

Cultural screen after PF6 is pressed during Interactive coding for all variables, except Major Field of Study and Mobility

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING          23/09/96
  MCULTRL1                              CULTURAL                          16:17:23.2

                              Write-ins & check-boxes
Rel to Person-1 : SON/DAU _____
Official Lang   : ENGLONL _____ _____ _____     Birth Date: 12/06/54 Sex: M
Non-off  Lang   : _____  _____ _____
                : _____  _____ _____
                : _____
Home language   : _____ ENGLISH  _____
Mother tongue   : _____ ENGLISH  _____
Place of birth  : _____
Citizenship     : _____ CANBRTH _____
Immigrant Status: ___      Yr of Immigratn : ____
Ethnic origin   : ENGLISH ANCESTORS_____ __ _____ __
                : _____ __ _____ __
Population Grp  : _____ WHITE _____
                : _____ __ _____ _____ _____ _____ _____
Aborig Slf Rept : _____   Ind Registration: NO    On/Off Reserve: ____
Indian Band     : _____   _____ _____
ID: 36145611 113 0002

-Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12-
        HELP  UP    DOWN  <<<<  >>>>                                       QUIT
```

Major Field of Study screen after PF6 is pressed during Interactive Coding for Major Field of Study

```
 NDISMFS            1996 CENSUS OF POPULATION / AUTOMATED CODING           21/12/96
 MMFS1                     MAJOR FIELD OF STUDY                           13:17:23.3
                                                Number of years
   Secondary/Elementary education : _____         12
            University education : _____ _____  02
   Other Post-secondary education : NONE    _____  __
               School attendance : NO_____ _____  _____
   Diploma, Certificate or Degree : SECSCCE  BACHDEG  _____ _____
                                    _____ _____
                                    _____ _____
                       Industry : 7751  OFFICES OF ARCHITECTS        __
                     Occupation : 4195  PERSONNEL CLERKS             __

     Major field of study :  ADMINISTRATION                          __
                          :
  Relationship to person 1 :  HUS/WIF
                          :
               Birth date :  10/04/49          Sex :  M

 ID: 35016203 107 0003

-Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12-
        HELP  UP    DOWN  <<<<  >>>>                                       QUIT
```

Mobility screen after PF6 is pressed during Interactive Coding of the Mobility variables, for after PF12 is pressed from the Cultural screen for the Indian Band/First Nation or Language variables

```
 NDISMOB          1996 CENSUS OF POPULATION / AUTOMATED CODING        21/10/96
 MMOBLTY1                           MOBILITY                          11:34:42.1

                    1 YEAR AGO
               Inside Canada : SAMADDR
                           : _____
              Outside Canada : _____
                           : _____

                    5 YEARS AGO
               Inside Canada : DIFPRTE
                           : NEPAWA, ONTARIO
              Outside Canada : _____
                           : _____

  Relationship to person 1 : PERSON1
                           : _____

                 Birth date : 31/05/60        Sex: M

  ID: 35010163 055 0001

 -Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
          HELP   UP    DOWN                                              QUIT
```

VIII. To Scroll the ACTR List

For each write-in response which the system is not able to code, a list of up to ten (10) phrases and codes are generated by ACTR to assist the coder during Interactive Coding. The size of the screen allows only three (3) of these ACTR phrases and codes to be displayed at once. Scrolling allows the ACTR list to be moved up and down across the window on the screen.

Press   PF7   to **SCROLL UP** the list of ACTR phrases and codes when there is a **+** sign beside the first entry of these fields.

Press   PF8   to **SCROLL DOWN** the list of ACTR phrases and codes when there is a **+** sign beside the last entry of these fields.

The phrases are displayed in **alphabetical** sequence.

The coder should scroll the entire list of ACTR phrases and codes at least once before making a decision in order to assign the most appropriate code for the write-in response.

Interactive Coding screen with a list of ACTR phrases which requires scrolling

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        01/09/96
 MMANUAL1          INTERACTIVE CODING - ETHNIC ORIGIN             15:56:19.5

 Write-in to be coded                                    Type   Code
 SOUTH WEST AMERICA

 Phrases returned by ACTR                            Codes     (S)elect
 AMERICA                                              230         _
 INCAS SOUTH AMERICA                                  210         _
 SOUTH AMERICA                                        220         _  +

 ID: 35011362 135 0004 15
 =============================================================================
 Data for same question from each household member             Persnr:     4
 Check-    :
     boxes:

 Write-ins: SOUTH WEST AMERICA
          :
          :
          :

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
         HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
```

Interactive Coding screen after PF8 is pressed to scroll down the list of ACTR results

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        01/09/96
 MMANUAL1            INTERACTIVE CODING - ETHNIC ORIGIN                  15:56:19.5

 Write-in to be coded                                          Type  Code
 SOUTH WEST AMERICA                                                 _____

 Phrases returned by ACTR                              Codes    (S)elect
 WEST AFRICA                                            180        _  +
 WEST ASIAN                                             116        _
 WEST BANK                                              090        _  +

 ID: 35011362 135 0004 15
==============================================================================
 Data for same question from each household member              Persnr:    4
 Check-   :
     boxes:

 Write-ins: SOUTH WEST AMERICA
          :
          :
          :

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
         HELP   UP   DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

Interactive Coding screen after PF8 is pressed to scroll down the list of ACTR results once more

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        01/09/96
 MMANUAL1            INTERACTIVE CODING - ETHNIC ORIGIN                  15:56:19.5

 Write-in to be coded                                          Type  Code
 SOUTH WEST AMERICA                                                 _____

 Phrases returned by ACTR                              Codes    (S)elect
 WEST EUROPE                                            083        _  +
 WEST FRANCONIAN                                        021        _
 WEST GERMAN                                            024        _  +

 ID: 35011362 135 0004 15
==============================================================================
 Data for same question from each household member              Persnr:    4
 Check-   :
     boxes:

 Write-ins: SOUTH WEST AMERICA
          :
          :
          :

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
         HELP   UP   DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

IX. When You Are Ready to Make a Decision

Each write-in response must be resolved, that is, must either be coded or referred to an expert coder. The following is an **overview** of the options which are available when the coder is ready to make a decision. Step-by-step instructions for each coding activity are provided later in this document - refer to pages 33 to 51.

Press	PF9	to **REFER** coding of a write-in response to an expert coder (tier 2). Press PF9 again to confirm your decision to refer coding. Press **CLR** to cancel your decision and continue coding.
Press	PF10	to **VALIDATE** the code selected or keyed by requesting the system to display a **standard description** for the code in the message line at the bottom of the screen.
		When the code is not valid or when its standard description is not suitable for the write-in response, the coder should select or enter a new code until she/he is satisfied that the code is correct.
Press	PF11	to **COMMIT** the validated code selected or keyed for a write-in response. A code must always be **validated before** it can be committed (saved).
Press	PF22	to **TRANSLATE** the standard description displayed in the message line at the bottom of the screen for a code.

As a default, all fields and messages are displayed in the preferred official language of a coder; however, the write-in response to be coded could be in French, English or any other language. The standard description of a code could be translated to validate a code for a write-in response in the other official language.

Interactive Coding screen after PF9 is pressed to refer coding to an expert coder

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        04/11/96
  MMANUAL1            INTERACTIVE CODING - ETHNIC ORIGIN         11:36:12.5

  Write-in to be coded                                    Type   Code
  CAICOS                                                         ____

  Phrases returned by ACTR                                Codes    (S)elect
  CAICOS ISLANDER                                         196        _
  CAICOS ISLANDS BLACK                                   431        _

  ID: 31510213 033 0002 15
  =======================================================================
  Data for same question from each household member        Persnr:    2
  Check-   :
      boxes: .

  Write-ins: CAICOS
           :
           :
           :
  Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
        HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
  I050 HIT PF9 AGAIN TO REFER TO AN EXPERT, OR HIT CLR TO CANCEL.
```

Interactive Coding screen for Quality Control of System codes after PF10 is pressed to validate the code entered – the valid code is 13

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        02/10/96
  MINTER2            INTERACTIVE CODING - ETHNIC ORIGIN         10:30:01.1




                    Write-in to be coded                              Code


  FRENCH                                                              207




  ID: 33115611 013 0001 15

  Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
        HELP                          <<<<  >>>>          REFER VALID COMIT QUIT
  W028 ENTER A CODE. CODE ENTERED IS NOT VALID.
```

Interactive Coding screen after PF10 is pressed to validate a code selected from the list of ACTR results

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        01/09/96
   MMANUAL1            INTERACTIVE CODING - ETHNIC ORIGIN         15:56:19.5

   Write-in to be coded                                     Type   Code
   INDIENNE                                                         242

   Phrases returned by ACTR                             Codes    (S)elect
   INDIENNE ASIE                                         122         _
   INDIENNE BANDE                                        242         _
   INDIENNE DE L'OUEST NOIR                              434         _
   ID: 32110003 123 0002 15
   ==========================================================================
   Data for same question from each household member          Persnr:    2
   Check-   :
       boxes:

   Write-ins: INDIENNE
            :
            :
            :
   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
           HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
   NORTH AMERICAN INDIAN
```

Interactive Coding screen for Quality Control of System codes after PF22 is pressed to translate the standard description for the code entered and validated ["22 (DUTCH)"]

```
              1996 CENSUS OF POPULATION / AUTOMATED CODING        02/10/96
   MINTER1             INTERACTIVE CODING - ETHNIC ORIGIN         10:30:01.1



                   Write-in to be coded                          Code


   HOLLANDAIS                                                     022





   ID: 36145611 013 0001 15

   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
           HELP                <<<<  >>>>                  REFER VALID COMIT QUIT
   HOLLANDAIS
```

X. When Coding Responses From a Work Unit

During Interactive Coding, two (2) additional PF keys are functional when coding responses from a
work unit.

*A work unit is a group of write-in responses assigned to the coder for interactive coding; and from which a sample is
drawn to control the quality of work of a coder.*

PF keys available

Press PF13   to code a **PENDING** work unit which a coder has started but not
                       completed because the coding of one or more write-in responses
                       was skipped.

Press PF24   to **SKIP** coding of a write-in response within a work unit which
                       implicitly defers coding to the end of the coding session during
                       Interactive coding.

                       *If you press one of the above PF keys when it is not functional, the described action
                       will not be executed and the system will display the following warning message.*

                       NAT1011 Requested function key not allocated.

XI. To Exit the Automated Coding System

Steps to follow when a coder wishes to end a coding session.

Press   PF12   to **QUIT** the Automated Coding system.

                       Press **PF12** again to confirm your decision to quit coding.
                       Press **CLR** key to cancel your decision and continue coding.

                       You receive the MCC logo.

Now that you are familiar with the screens and keys of the Automated Coding system, you are ready to start coding.

XII. Steps for Interactive Coding

This section provides instructions to the general coder (tier 1) who is requested to code write-in responses which the system was not able to code. The coder will view the write-in response on a computer screen along with other reference material to assign a code. If a code cannot be assigned, the coder must refer the write-in response to an expert coder.

The computer assists the coder in that it may propose possible matching phrases and codes from ACTR. ACTR is generalized software developed by the General Systems section to perform "Automated Coding by Text Recognition" from a reference list of phrases and codes referred to as the ACTR database.

There are three (3) possible cases which may occur during Interactive Coding:

1.   The write-in to be coded has an ACTR list of phrases and codes which is most current.
2.   The write-in to be coded has an ACTR list of phrases and codes which may be outdated.
3.   The write-in to be coded has no ACTR list of phrases and codes.

The coding instructions are different for each of these cases and they will be illustrated here. The coder must carefully follow each step in order to maintain an acceptable quality of coding and to limit the number of referral requests to expert coders.

During Interactive Coding, the coder must keep a close watch on the following conditions:

Outdated list of ACTR phrases and codes

The list of phrases and codes returned by ACTR are outdated when updates are made to the ACTR database **after** the list of phrases was generated by the batch jobstream for each write-in response which the system is not able to code. When this condition occurs, the system displays a warning message to the coder.

W048 ACTR LIST MAY BE OUTDATED. CODER AUTHORIZED TO KEY A CODE.

When this condition occurs, the coder must ask his/her supervisor if special coding instructions are to be followed as a result of recent updates to the ACTR database. The coder could also request a hardcopy list of updates made to the ACTR database in order to verify if any of the possible phrases and codes returned by ACTR are indeed outdated. It is important to code each write-in response from the most recent list of codes to maintain an acceptable quality of coding.

Identical recurrent write-in responses

During Interactive Coding, the write-in responses within a work unit will appear in alphabetical order. A group of identical write-in responses (with the exact same spelling) could be repeated many times for different persons when a recurrent phrase and code combination is missing from the ACTR database. The coder must report to his/her supervisor identical write-in responses which occur many times because these could be subject to special coding instructions or could suggest updates to the ACTR database.

Completion of a work unit

When all write-in responses from a work unit have been either coded or referred during Interactive Coding, the system displays a message to the coder.

I032 WORK UNIT FINISHED, PRESS PF12 TO STOP CODING

If you wish to stop coding at that point, press **PF12.**
If you wish to continue coding, press any other key.

Wait until the system presents you with more write-in responses to be coded, based on what you are authorized to do.

Pending work unit

When write-in responses from a work unit have been skipped during Interactive Coding and when all other write-in responses have either been coded or referred, the system displays a message to the coder.

I033 WORK UNIT PENDING, PRESS PF13 TO CONTINUE.

If you wish to continue coding of the write-in responses previously skipped at that point, press **PF13.**
If you wish to stop coding, press any other key.

The coder must complete coding of this outstanding work unit before he/she is authorized to start any other coding activity.

PF keys available

During Interactive Coding, the following PF keys are available to the general coder.

PF1	on-line **HELP.**
PF2	**GO UP** the list of members in a household to display the data on the previous person on the bottom half of the screen.
PF3	**GO DOWN** the list of members in a household to display the data on the next person on the bottom half of the screen.
PF4	**SCROLL TO THE LEFT** the response fields which have < or <> to the right side of each field.
PF5	**SCROLL TO THE RIGHT** the response fields which have a > or <> to the right side of each field.
PF6	Display **MORE** variables about the person who requires coding on supplementary screens.
PF7	**SCROLL UP** the list of phrases and codes returned by ACTR when there is a + sign to the right of the first entry.
PF8	**SCROLL DOWN** the list of phrases and codes returned by ACTR when there is a + sign to the right of the last entry.
PF9	**REFER** coding of a write-in response to an Expert coder. Hit PF9 again to confirm or hit CLR to cancel.
PF10	**VALIDATE** the code selected or entered for a write-in response by displaying a standard description for a valid code.
PF11	**COMMIT** the validated code selected or entered for a write-in response.
PF12	**QUIT** and exit the coding screen. Hit PF12 again to confirm or hit CLR to cancel.
PF13	Continue coding of **PENDING** work unit which a coder has started but not completed.
PF22	**TRANSLATE** the standard description of a valid code in the other official language.
PF24	**SKIP** coding of the current write-in response in a work unit, leaving it for the end of the coding session.

XIII. Interactive Coding Instructions for a Write-in Response With a List of Phrases and Codes Returned by ACTR Which Is Most Current

Upon entry, the screen is displayed for a write-in response to be coded with an ACTR list of phrases and codes. The cursor is positioned on the «Code» field. No message is displayed on the last line of the screen.

When a list of phrases and codes is returned by ACTR for a write-in response, the coder has the following coding options:

- to select a code for the write-in response from the ACTR list; or
- to key any other code for the write-in response which is more appropriate than any of the ones displayed in the ACTR list.

The phrases and codes returned by ACTR could be "possible" matches because they all have a score greater than the lower threshold value used by the batch jobstream to generate the ACTR list. Phrases from the ACTR list are returned in alphabetical order.

When you are ready to code the write-in response and you decide to **select a code** from the ACTR list:

1. Press the Tab Forward and Tab Back keys to position the cursor beside the appropriate code in the «Select» field.

   Use the PF7 and PF8 keys to scroll the list of phrases and codes returned by ACTR.

2. Type **S** in the «Select» field.

3. Press **PF10** to validate the code selected.

   After the PF10 key has been pressed, the system displays the standard description of the code selected on the message line at the bottom of the screen.

   At this point the selection can be changed. Repeat Steps 1 to 3 until you are satisfied that the code is correct.

   If there is more than one S in the select field, the system keeps the first S from the top as the code selected.

4. Press **PF11** to commit the validated code.

   After the PF11 key has been pressed, the system displays on the screen the next write-in response to be coded.

When you are ready to code the write-in response and you decide to **key a code**:

1. Enter a valid code in the «Code» field.

2. Press **PF10** to validate the code.

   After the PF10 key has been pressed, the system displays the standard description of the code entered in the message at the bottom of the screen.

   At this point the code can be changed by repeating Steps 1 and 2 until you are satisfied that the code is correct.

3. Press **PF11** to commit the validated code.

   After the PF11 key has been pressed, the system displays on the screen the next write-in response to be coded.

Interactive Coding screen upon entry with ACTR list which is most current

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING          11/09/96
     MMANUAL1                 INTERACTIVE CODING - ETHNIC ORIGIN          12:56:19.5

     Write-in to be coded                                           Type   Code
     PAYS DE GALES

     Phrases returned by ACTR                                      Codes    (S)elect
     PAYS DE GALLE                                                 004       _


     ID: 32110003 023 0001 15
     ========================================================================
     Data for same question from each household member               Persnr:   1
     Check-  :
         boxes:

     Write-ins: PAYS DE GALES
              :
              :
     Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
            HELP  UP    DOWN  <<<<  >>>>  MORE  +UP  +DOWN REFER VALID COMIT QUIT
```

Interactive Coding screen after PF10 is pressed for selected code from the ACTR list

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING        11/09/96
  MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN             12:56:19.5

  Write-in to be coded                                      Type   Code
  PAYS DE GALES                                                    004

  Phrases returned by ACTR                           Codes     (S)elect
  PAYS DE GALLE                                      004         _


  ID: 32110003 023 0001 15
 ==============================================================================
  Data for same question from each household member           Persnr:    1
  Check-   :
      boxes:

  Write-ins: PAYS DE GALES
       .     :
             :
             :
  Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
  WELSH
```

XIV. Interactive Coding Instructions for a Write-in Response With a List of Phrases and Codes Returned by ACTR Which May Be Outdated

Upon entry, the screen is displayed for a write-in response to be coded with an ACTR list of phrases and codes. The cursor is positioned on the «Code» field. A message is displayed on the last line of the screen.

W048 ACTR LIST MAY BE OUTDATED. ACTR DATABASE WAS MODIFIED.

The phrases and codes returned by ACTR could be "possible" matches because they all have a score greater than the lower threshold value used by the batch jobstream to generate the ACTR list. However, the ACTR list may be outdated because the ACTR database was modified **after** the ACTR list was generated by the batch jobstream for the responses which the system was not able to code.

When this condition occurs, the coder must ask his/her supervisor if special coding instructions are to be followed as a result of recent updates to the ACTR database. The coder should also request a hardcopy list of the updates made to the ACTR database, in order to verify if the phrases and codes returned by ACTR are affected by these updates. Phrases from the ACTR list are returned in alphabetical order.

The coder has the following coding options:

- to select a code for the write-in response from the ACTR list which may be outdated; or
- to key any other code for the write-in response which is more appropriate than any of the ones displayed in the ACTR list.

When you are ready to code the write-in response and you decide to **select a code** from the ACTR list:

1. Press the Tab Forward and Tab Back keys to position the cursor beside the appropriate code in the «Select» field.

   Use the keys PF7 and PF8 to scroll the list of phrases and codes returned by ACTR.

2. Type **S** in the «Select» field.

3. Press PF10 to validate the code selected.

   After the PF10 key has been pressed, the system displays the standard description of the code selected on the message line at the bottom of the screen.

   At this point the selection can be changed. Repeat Steps 1 to 3 until you are satisfied that the code is correct.

   If there is more than one S in the select field, the system keeps the first S from the top as the code selected.

4. Press **PF11** to commit the validated code.

After the PF11 key has been pressed, the system displays on the screen the next write-in response to be coded.

When you are ready to code the write-in response and you decide to **key a code**:

1. Enter a valid code in the «Code» field.

2. Press **PF10** to validate the code.

After the PF10 key has been pressed, the system displays the standard description of the code entered in the message at the bottom of the screen.

At this point the code can be changed by repeating Steps 1 and 2 until you are satisfied that the code is correct.

3. Press **PF11** to commit the validated code.

After the PF11 key has been pressed, the system displays on the screen the next write-in response to be coded.

Interactive Coding screen upon entry with ACTR list which may be outdated

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING            14/09/96
   MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN                 10:32:09.2

   Write-in to be coded                                        Type   Code
   C.S.S.R. EUROPE

   Phrases returned by ACTR                                  Codes     (S)elect
   C S S R                                                    046        _
   C SALISH                                                   286        _
   EUROPE                                                     083        _ +

   ID: 21532003 019 0001 15
   ==============================================================================
   Data for same question from each household member              Persnr:     1
   Check-    :
       boxes:

   Write-ins: C.S.S.R. EUROPE
             :
             :
             :
   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
   W048 ACTR LIST MAY BE OUTDATED.  ACTR DATA BASE WAS MODIFIED.
```

Interactive Coding screen after PF10 is pressed for selected code from the ACTR list which may be outdated

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING            14/09/96
   MMANUAL1              INTERACTIVE CODING - ETHNIC ORIGIN                 10:32:09.2

   Write-in to be coded                                        Type   Code
   C.S.S.R. EUROPE                                                      046

   Phrases returned by ACTR                    .             Codes     (S)elect
   C S S R                                                    046        _
   C SALISH                                                   286        _
   EUROPE                                                     083        _ +

   ID: 21532003 019 0001 15
   ==============================================================================
   Data for same question from each household member              Persnr:     1
   Check-    :
       boxes:

   Write-ins: C.S.S.R. EUROPE
             :
             :
             :
   Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
          HELP  UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
   CZECHOSLOVAKIAN
```

XV. Interactive Coding Instructions for a Write-in Response Without a List of Phrases and Codes Returned by ACTR

Upon entry, the screen is displayed for a write-in response to be coded with no ACTR list of phrases and codes. The cursor is positioned on the «Code» field. A message is displayed on the last line of the screen.

I026 NO ACTR RESULTS RETURNED BY THE BATCH JOBSTREAM.

There is no ACTR list of phrases and codes displayed on the screen because no phrases were found in the ACTR database with a score greater than the lower threshold value used by the batch jobstream to generate the ACTR list. As a result, the coder must determine the valid code from the reference code book or other sources, or refer the phrase for coding.

When you decide to **key a code**:

1. Enter a valid code in the «Code» field.

2. Press **PF10** to validate the code.

   *After the **PF10** key has been pressed, the system displays the standard description of the code entered in the message at the bottom of the screen.*

   At this point the code can be changed by repeating Steps 1 and 2 until you are satisfied that the code is correct.

3. Press **PF11** to commit the validated code.

   *After the **PF11** key has been pressed, the system displays on the screen the next write-in response to be coded.*

Interactive Coding screen upon entry with no ACTR list returned

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING            18/09/96
  MMANUAL1             INTERACTIVE CODING - ETHNIC ORIGIN                   9:12:04.2

  Write-in to be coded                                          Type   Code
  PAKI                                                                  ____

  Phrases returned by ACTR                                     Codes    (S)elect
                                                                          _
                                                                          _
                                                                          _

  ID: 31112203 113 0001 15
 ================================================================================
  Data for same question from each household member             . Persnr:      1
  Check-   :
       boxes:

  Write-ins: PAKI
            :
            :
            :

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
  I026 NO ACTR RESULTS RETURNED BY THE BATCH JOBSTREAM.
```

Interactive Coding screen after PF10 is pressed for code entered

```
                    1996 CENSUS OF POPULATION / AUTOMATED CODING            18/09/96
  MMANUAL1             INTERACTIVE CODING - ETHNIC ORIGIN                   9:12:04.2

  Write-in to be coded                                          Type   Code
  PAKI                                                                   123

  Phrases returned by ACTR                                     Codes    (S)elect
                                                                          _
                                                                          _
                                                                          _

  ID: 31112203 113 0001 15
 ================================================================================
  Data for same question from each household member              Persnr:      1
  Check-   :
       boxes:

  Write-ins: PAKI
            :
            :
            :

 Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
         HELP   UP    DOWN  <<<<  >>>>  MORE  +UP   +DOWN REFER VALID COMIT QUIT
  PAKISTANI, NOT INCLUDED ELSEWHERE              .
```

XVI. Steps for Quality Control Coding of System Codes

This section provides instructions to the general coder (tier 1), who is requested to code a sample of write-in responses which the system was able to code. The coder will view the write-in response on a computer screen to assign a code. If a code cannot be assigned, the coder must refer the write-in response to an expert coder (tier 2).

In order to evaluate the quality of system coding accurately, the coder must have access to no more and no less than what the system (ACTR) used to code the write-in responses. As a result, computer-assisted options are minimal during Quality Control Coding of system codes.

The coding instructions are very simple, and the coder must carefully follow each step in order to maintain an acceptable quality of coding and to limit the number of referral requests to expert coders.

PF keys available

During Quality Control Coding of system codes, the following PF keys are available to the general coder.

`PF1` on-line **HELP**.

`PF4` **SCROLL TO THE LEFT** the response fields which have < or <> to the right side of each field.

`PF5` **SCROLL TO THE RIGHT** the response fields which have a > or <> to the right side of each field.

`PF9` **REFER** coding of a write-in response to an expert coder. Hit PF9 again to confirm or hit CLR to cancel.

`PF10` **VALIDATE** the code entered for a write-in response by displaying a standard description for a valid code.

`PF11` **COMMIT** the code selected or entered for a write-in response.

`PF12` **QUIT** and exit the coding screen. Hit PF12 again to confirm or hit CLR to cancel.

`PF22` **TRANSLATE** the standard description of a valid code in the other official language.

Instructions for quality control coding of system codes

Upon entry, the screen is displayed for a write-in response to be coded. The cursor is positioned on the «Code» field. No message is displayed on the last line of the screen.

When you are ready to code the write-in response:

1. Enter a valid code on the «Code» field.

2. Press **PF10** to validate the code.

   After the PF10 key has been pressed, the system displays the standard description of the code entered in the message at the bottom of the screen.

   At this point the code can be changed by repeating Steps 1 and 2 until you are satisfied that the code is correct.

3. Press **PF11** to commit the validated code.

   After the PF11 key has been pressed, the system displays on the screen the next write-in response to be coded.

Interactive Coding screen for Quality Control of system codes upon entry

```
┌─────────────────────────────────────────────────────────────────────────┐
│                    1996 CENSUS OF POPULATION / AUTOMATED CODING    02/10/96 │
│     MINTER1                INTERACTIVE CODING - ETHNIC ORIGIN      10:30:01.1 │
│                                                                             │
│                                                                             │
│                                                                             │
│                         Write-in to be coded                      Code      │
│                                                                             │
│     IRANIAN                                                       ────       │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│     ID: 33145611 013 0001 15                                                │
│                                                                             │
│     Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12- │
│            HELP                <<<<  >>>>                 REFER VALID COMIT QUIT │
│                                                                             │
└─────────────────────────────────────────────────────────────────────────┘
```

Interactive Coding screen for Quality Control of System codes after PF10 is pressed for code entered

```
┌─────────────────────────────────────────────────────────────────────────┐
│                    1996 CENSUS OF POPULATION / AUTOMATED CODING    02/10/96 │
│     MINTER1                INTERACTIVE CODING - ETHNIC ORIGIN      10:30:01.1 │
│                                                                             │
│                                                                             │
│                                                                             │
│                         Write-in to be coded                      Code      │
│                                                                             │
│     IRANIAN                                                       112        │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│     ID: 33145611 013 0001 15                                                │
│                                                                             │
│     Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12- │
│            HELP                <<<<  >>>>                 REFER VALID COMIT QUIT │
│     IRANIAN                                                                  │
└─────────────────────────────────────────────────────────────────────────┘
```

XVII. Abbreviations for Check-box Responses

A string of up to seven characters referred to as an «abbreviation» is used to display check-box responses to the following questions on the coding screen and on the supplementary screens.

On supplementary screens	Abbreviations	Descriptions
Relationship to Person 1	PERSON1	Person 1
	HUS/WIF	Husband or wife of Person 1
	PARTNER	Common-law partner of Person 1
	SON/DAU	Son or daughter of Person 1
	S/D LAW	Son-in-law or daughter-in-law of Person 1
	GRNDCHI	Grandchild of Person 1
	F/MTHER	Father or mother of Person 1
	F/M LAW	Father-in-law or mother-in-law of Person 1
	GRNDPAR	Grandparent of Person 1
	BRO/SIS	Brother or sister of Person 1
	B/S LAW	Brother-in-law or sister-in-law of Person 1
	LOG/BRD	Lodger or boarder
	ROOM MT	Room-mate

CULTURAL	Abbreviations	Descriptions
Official Languages	ENGLONL	English only
	FRENONL	French only
	ENGLFRE	Both English and French
	NENGFRE	Neither English nor French
Non-official Languages	NONE	None
Home Language	ENGLISH	
	FRENCH	
Mother Tongue	ENGLISH	
	FRENCH	
Place of Birth	1	Newfoundland
	2	Prince Edward Island
	3	Nova Scotia
	4	New Brunswick
	5	Quebec
	6	Ontario
	7	Manitoba
	8	Saskatchewan
	9	Alberta
	B	British Columbia
	Y	Yukon
	N	Northwest Territories
Citizenship	CANBRTH	Canada, by birth
	CANNAT	Canada, by naturalization

CULTURAL	Abbreviations	Descriptions
Population Group	WHITE	White
	CHINESE	Chinese
	S ASIAN	South Asian
	BLACK	Black
	ARAB/WA	Arab/West Asian
	FILIP.	Filipino
	SE ASIA	South East Asian
	LAT AME	Latin American
	JAPAN	Japanese
	KOREAN	Korean
Aboriginal Self-Reporting Indian Band	NO	No
	N-A IND	Yes, North American Indian
	METIS	Yes, Métis
	INUIT	Yes, Inuit (Eskimo)

MAJOR FIELD OF STUDY	Abbreviations	Descriptions
Secondary/Elementary Education	NEVER	Never attended school or attended kindergarten only
University Education	LTONEYR	Less than 1 year (of completed courses)
	NONE	None
Other Post-secondary Education	LTONEYR	Less than 1 year (of completed courses)
	NONE	None
School Attendance	NO	No, did not attend in past eight months
	YESFULL	Yes, full time
	YESPART	Yes, part time, day or evening
Diploma, Certificate or Degree	SECSCCE	Secondary (high) school graduation certificate or equivalent
	TRADECE	Trades certificate or diploma
	NUNIVCE	Other non-university certificate or diploma (obtained at community college, CEGEP, technical institute, etc.)
	UNIVCE	University certificate or diploma below bachelor level
	BACHDEG	Bachelor's degree (e.g., B.A., B.Sc., LL.B.)
	UNABVBA	University certificate or diploma above bachelor degree
	MASTERS	Master's degree(s) (e.g., M.A., M.Sc., M. Ed.)
	DEGRMED	Degree in medicine, dentistry, veterinary medicine or optometry (e.g., M.D., D.D.S., D.M.D., D.V.M., O.D.)
	DOCTORA	Earned doctorate (e.g., Ph.D., D.Sc., D. Ed.)
	NONE	No diploma, certificate or degree

MOBILITY	Abbreviations	Descriptions
Inside Canada	SAMADDR	Lived at the same address as now
	SAMPRTE	Lived at a different address in the same city, town, village, township, municipality or Indian reserve
	DIFPRTE	Lived in a different city, town, village, township, municipality or Indian reserve
Outside Canada	DIFCOUN	Lived outside Canada (1 year ago)
	OUTCANA	Lived outside Canada (5 years ago)